

~~CONFIDENTIAL~~NPIC/D-34-61
14 March 1961MEMORANDUM FOR: Chief, Data Management Division
Chief, Administrative StaffSUBJECT: Use of Automated
Data Handling Systems for Analysis
of Personnel Structure

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1. I'm interested in finding out just how automated the machine records are, if any, on the personnel not only who work at this Center but who work for the DD/I side of CIA. I am interested in finding out if it is possible to quickly get machine runs which would give answers to average age, average grade of people, how much language experience an individual has or how many individuals have any particular language experience, how much overseas experience and in what area doing what kind of jobs, what military affiliations are of any single individual or how many individuals are attached to any particular service. These kinds of questions are of interest to me not only as they apply to our own Center here but as they would apply to my military reserve organization.

2. I'd like to review the problem from two viewpoints, first from the Center, and second from the viewpoint of a training program officer for my military reserve organization. In the latter capacity, and using it by way of example here, it would be of great interest and use to the Command and the Training officer if he were able to tell fairly quickly how many officers have a certain language attribute or how many languages any given officer has. It would be useful to be able to tell what the average rank of the officers are, the average age, how much time they have had in different kinds of intelligence assignments in war and/or in peace, exactly how much time has been spent domestically or overseas in investigations or in attache types of duty. It would be useful to correlate their backgrounds academically, i.e., how many of them trained in the earth sciences vs. those who have been trained in the social sciences or political sciences - many questions along this line. The difficulty in entering this type of investigation is to determine what has already been done, specifically, what kind of guide lines or manuals or experience recordings are available to one so that he could proceed with the basic problem of programming. Specifically, I would be interested in finding out what kind of questionnaires are

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available or designed characteristics in hand for printed forms and instructions as to what boxes to check or categories to enter so that these questionnaire forms filled out by the individual could be rapidly collated and converted to machine language for the subsequent answering for the kinds of questions that have been indicated in this report.

3. I'm sure that a great deal of the background experience exists in this subject and I don't mean for my question here to result in a Ph.D thesis type of effort, but I would like to know specifically what kinds of guides or references are available and indeed if there are any of these kinds of experiences already in the Center. First, I would like some kind of a verbal runout on the problem and eventually I would like to get from you, with my help if I can provide any, the design of a simple, one or two-page questionnaire form which an individual could very readily notch, punch, check, insert numbers or nouns in there which when completed by each individual could be fed into machine language whether it was minicard language or [] or whether it was some other kind of language which could be readily sorted and searched in answering the kinds of questions I have indicated in this form. As I've indicated, I would like to make use of this knowledge not only in internal operations in the Center, but I would like to use the parallel experience gained therewith in assisting me in my Naval Reserve program. In the latter case, specifically to predict and to lay on what kind of additional training courses would be necessary and certainly needed in the reserve activity to supplement those gaps in military intelligence experience which a search of machine records would readily make available to us.

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ARTHUR C. LUNDAHL
Director

National Photographic Interpretation Center

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